

WHITTIER BOAT HARBOR

P.O. Box 639 Whittier, Alaska 99693

907-472-2327, option 6

E-Mail: harbor@whittieralaska.gov

CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT

SEASONAL STUDENT CLERK

The City of Whittier, Alaska is seeking 1-2 highly capable individual for the position of Temporary Seasonal Student Clerk (on call as needed) for the period: May through September 2015 (specific dates TBD). This position will be under the supervision of the Harbormaster or his designee and are on call as needed. The positions are open until filled.

GENERAL DESCRIPTION: Under supervision, the employee will serve as the front office clerk (receptionist).

EXAMPLES OF WORK: Perform routine receptionist/ customer service task, Greeting the public and answering questions regarding harbor services, policies regarding customer accounts, accurately ring up customers and count back cash and issue receipts, VHF radio, calling boats in/out of the harbor assigning vessels to appropriate slips as needed, Maintain all necessary registration data for moorage agreements, dry storage, hoist and boatlifts enter data from forms into computer files appropriately. Clean Harbor office as well as inside and outside bathrooms. Performs secretarial duties such as typing, filing, and preparation of correspondence and requests for information and other duties as assigned. Outdoor work may be required.

EDUCATION AND EXPERIENCE: Be a High school or college student or equivalent. Some retail sales / cash handling related experience is preferred. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically. Legible handwriting and good oral and written communication skills are required.

LICENSES AND SPECIAL REQUIREMENTS: Must possess a valid Drivers license. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to a background check. Must present work authorization identification within three days of hire (INS requirement).

SALARY: \$11.20/hour DOE. This is a temporary seasonal position. To apply, submit a City of Whittier application, authorization to release information form, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to harbor@whittieralaska.gov.

Direct deposit of payroll is mandatory within 30 days of employment.

The City of Whittier is an equal opportunity employer and a "drug free" workplace.